

CHILD CARE CENTER COMPLIANCE RECORD

PART 2. INFANTS/YOUNG TODDLER/OLDER TODDLER

Michigan Department of Human Services
Bureau of Children and Adult Licensing

License Number

Date of Determination

Name of Center

C = Compliance

V = Violation

C	V	RULES
		R 400.5201a Ratio of caregivers to infants/young toddlers/older toddlers
<input type="checkbox"/>	<input type="checkbox"/>	(1) At least 2 staff members, 1 of whom is a caregiver, are present at all times when at least 3 children between the ages of birth and 3 years of age are present.
<input type="checkbox"/>	<input type="checkbox"/>	(2) (a) 0-29 months – 1 caregiver for 4 children.
<input type="checkbox"/>	<input type="checkbox"/>	(b) 30-35 months – 1 caregiver for 8 children.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Children 33 months of age may be enrolled in a 3-year-old classroom with written parental permission.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Mixed ages in the same room – ratio based on the age of the youngest child
		R 400.5201b Group size for infants; young toddlers; older toddlers
<input type="checkbox"/>	<input type="checkbox"/>	(1) Group size for infants and young toddlers is 12.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Group size for older toddlers is 16.
		R 400.5202a Primary Care
<input type="checkbox"/>	<input type="checkbox"/>	(2) Each infant and toddler has a primary caregiver.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Not more than 4 primary caregivers in a week per child.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Information is shared daily between caregivers.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Primary caregiving assignments are documented and provided to parents.
<input type="checkbox"/>	<input type="checkbox"/>	(6) An exception to R 400.5202 may be made when the center is transporting children and is in compliance with R 400.5611(1) and (2).
		R 400.5204 Bedding and sleeping equipment for infants/toddlers; seating for staff
<input type="checkbox"/>	<input type="checkbox"/>	(1) All bedding and equipment is appropriate for the child and is clean, comfortable, safe and in good repair. Bedding is also in compliance with 2000 PA 219.
		(2) A safe crib has the following:
<input type="checkbox"/>	<input type="checkbox"/>	(a) A firm, tight-fitting mattress.
<input type="checkbox"/>	<input type="checkbox"/>	(b) No loose, missing or broken hardware or slats.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Not more than 2 3/8 inches between the slats.
<input type="checkbox"/>	<input type="checkbox"/>	(d) No corner posts over 1/16 inches high.
<input type="checkbox"/>	<input type="checkbox"/>	(e) No cutout designs in the headboard or footboard.
<input type="checkbox"/>	<input type="checkbox"/>	(3) All bedding and sleep equipment is cleaned and sanitized before being used by another person.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Bedding washed when soiled or weekly.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Infants rest or sleep alone in an approved crib or porta-crib:
<input type="checkbox"/>	<input type="checkbox"/>	(a) A tightly fitted bottom sheet, a firm mattress with no additional padding.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Infant's head remains uncovered during sleep.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Soft objects, bumper pads, stuffed toys, blankets, quilts or comforters are not placed with or under an infant.

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<input type="checkbox"/>	<input type="checkbox"/>	(d) Blankets not be draped over cribs or porta-cribs.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Toddlers rest or sleep alone in approved cribs, porta-cribs, or on approved mats or cots.
<input type="checkbox"/>	<input type="checkbox"/>	(7) Car seats, infant seats, swings, bassinets and playpens are not approved sleeping equipment.
<input type="checkbox"/>	<input type="checkbox"/>	(8) Infants and toddlers who fall asleep in unapproved sleeping space are moved to approved sleep equipment.
<input type="checkbox"/>	<input type="checkbox"/>	(9) Stacking cribs are prohibited after the effective date of these rules. Centers currently using stacking cribs may use existing stacking cribs for children under 7 months of age or not yet standing.
<input type="checkbox"/>	<input type="checkbox"/>	(10) When existing stacking cribs need to be replaced, replacement cribs shall meet the requirements of subrules (1) and (2) of this rule.
<input type="checkbox"/>	<input type="checkbox"/>	(11) All occupied cribs and porta-cribs spaced at least 2 feet apart and in such manner that there is a free and direct means of egress.
<input type="checkbox"/>	<input type="checkbox"/>	(12) When sleeping equipment and bedding are stored, sleeping surfaces do not come in contact with other sleeping surfaces.
<input type="checkbox"/>	<input type="checkbox"/>	(13) Comfortable, adult-sized seating provided for 50% of the caregiving staff on duty.
		R 400.5204a Infant sleeping and supervision
<input type="checkbox"/>	<input type="checkbox"/>	(1) Infants placed on their backs for resting and sleeping.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Infants unable to roll from their stomachs to their backs, and from their backs to their stomachs, when found facedown, are placed on their backs.
<input type="checkbox"/>	<input type="checkbox"/>	(3) When infants can easily turn over from their backs to their stomachs, they are initially placed on their backs.
<input type="checkbox"/>	<input type="checkbox"/>	(4) For an infant with a disability or illness, the caregiver has written instructions, signed by a physician, detailing an alternative safe sleep position.
<input type="checkbox"/>	<input type="checkbox"/>	(5) The caregiver maintains supervision and frequently monitors infants for possible signs of distress.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Resting or sleeping areas have adequate soft lighting.
<input type="checkbox"/>	<input type="checkbox"/>	(7) Video surveillance equipment and baby monitors are not be used in place of subrule (5) of this rule.
		R 400.5205 Formula; milk; foods generally
<input type="checkbox"/>	<input type="checkbox"/>	(1) The center assures:
		(a) Infants and toddlers are provided with food appropriate for their individual nutritional requirements, developmental stages, and special dietary needs.

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<input type="checkbox"/>	<input type="checkbox"/>	(b) Bottles and individual food containers are labeled for a specific child and fed only to that child.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Bottles or food warmed in a safe, appropriate manner.
<input type="checkbox"/>	<input type="checkbox"/>	(i) Warming bottles in a microwave oven is prohibited.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) Warmed bottles and food are shaken or stirred, and the temperature tested before feeding.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Formula is iron-fortified for a child less than 6 months of age, unless otherwise recommended by the parent or child's health care provider.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Iron-fortified cereal is provided when iron-fortified formula is discontinued, unless otherwise recommended by the parent or child's health care provider.
<input type="checkbox"/>	<input type="checkbox"/>	(f) Solid foods are introduced according to the parent's or health care provider's instructions
<input type="checkbox"/>	<input type="checkbox"/>	(g) Caregivers feed infants and young toddlers on demand.
<input type="checkbox"/>	<input type="checkbox"/>	(h) A sink is used exclusively for formula, food preparation, and clean up
<input type="checkbox"/>	<input type="checkbox"/>	(2) Infants only served formula or breast milk unless written authorization from the child's health care provider.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Milk, other than cow's milk, is served according to nutritional guidelines for the age of the child and/or in compliance with written authorization from the parent or health care provider
<input type="checkbox"/>	<input type="checkbox"/>	(4) Young toddlers are served whole homogenized vitamin D-fortified cow's milk, unless written authorization is provided by health care provider.
<input type="checkbox"/>	<input type="checkbox"/>	(5) When bottle feeding:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Bottle propping is prohibited.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Caregivers hold infants unless infants resist and are able to hold their bottle
<input type="checkbox"/>	<input type="checkbox"/>	(c) Bottles not permitted in sleep equipment.
<input type="checkbox"/>	<input type="checkbox"/>	(d) The contents of a bottle that appears to be unsanitary, or has been used for a feeding period that exceeds 1 hour, or has been unrefrigerated for an hour or more is discarded.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Formula and milk left in a bottle at the end of a feeding is discarded.
<input type="checkbox"/>	<input type="checkbox"/>	(f) Bottle supplies and contents:
<input type="checkbox"/>	<input type="checkbox"/>	(i) Disposable nipples and bottle liners are for single use and discarded after use.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) Reusable nipples and bottles are cleaned, rinsed, and sterilized before reuse.
<input type="checkbox"/>	<input type="checkbox"/>	(iii) Bottle liners are for single use only, and discarded with any remaining formula or milk after use.
<input type="checkbox"/>	<input type="checkbox"/>	(iv) Bottler liners in unused bottles containing formula are discarded, along with the formula, after 48 hours. Bottle liners in unused bottles containing milk are discarded, along with the milk, after 24 hours.
<input type="checkbox"/>	<input type="checkbox"/>	(v) Liners, nipples, formula, milk and other materials used in bottle preparation are prepared, handled, and stored in a sanitary and sterile manner.

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<input type="checkbox"/>	<input type="checkbox"/>	(g) Cereal is not be added to formula, milk, juice, or water without written parental permission.
<input type="checkbox"/>	<input type="checkbox"/>	(h) Medication is not be added to a bottle, beverage, or food unless indicated on the prescription label.
<input type="checkbox"/>	<input type="checkbox"/>	(6) When serving solid foods:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Serve commercially packaged baby food from a dish.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Discard uneaten food that remains on a dish.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Not allow infants and toddlers to eat foods that may easily cause choking.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Foster toddler's independence by:
<input type="checkbox"/>	<input type="checkbox"/>	(i) Encouraging self-feeding.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) Serving appropriate portion sizes.
<input type="checkbox"/>	<input type="checkbox"/>	(iii) Sitting and eating with toddlers during meals.
<input type="checkbox"/>	<input type="checkbox"/>	R 400.5205a Formula, milk, foods provided by parents.
<input type="checkbox"/>	<input type="checkbox"/>	(1) If a parent provides formula, milk, or food, the center has a written agreement from the parent and is responsible for providing adequate formula, milk, or food if the parent does not.
<input type="checkbox"/>	<input type="checkbox"/>	(2) The center complies with R 400.5205 and the following additional requirements regarding breastfeeding:
<input type="checkbox"/>	<input type="checkbox"/>	(a) The center supports and accommodates breastfeeding.
<input type="checkbox"/>	<input type="checkbox"/>	(b) The center has a designated place set aside to accommodate mothers who are breastfeeding.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Expressed breast milk:
<input type="checkbox"/>	<input type="checkbox"/>	(i) Arrives at the center in clean, sanitary, ready-to-feed bottles labeled with child's name and date of collection.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) Is immediately stored in the refrigerator or freezer and kept refrigerated until used or discarded.
<input type="checkbox"/>	<input type="checkbox"/>	(iii) Is thawed under cold running water or in the refrigerator and is used within 24 hours.
<input type="checkbox"/>	<input type="checkbox"/>	(iv) Is discarded at the end of a feeding.
<input type="checkbox"/>	<input type="checkbox"/>	(3) If formula, milk or food is provided by the parents, then the center complies with R 400.5205 and:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Formula or milk is furnished daily to the center in clean, sanitary, ready-to-feed bottles.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Formula, milk, and food is covered and labeled.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Formula, milk and perishable foods are refrigerated until used.
<input type="checkbox"/>	<input type="checkbox"/>	(d) At the end of the day, any formula or milk in an unopened ready-to-feed bottle, or perishable food, is returned or discarded.
<input type="checkbox"/>	<input type="checkbox"/>	R 400.5205b Formula, milk provided by center
<input type="checkbox"/>	<input type="checkbox"/>	(1) If formula or milk is provided by the center, the center complies with R 400.5205 and:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Formula and milk is commercially prepared, ready-to-feed.
<input type="checkbox"/>	<input type="checkbox"/>	(b) If formula or milk is poured directly into a bottle, the bottle is clean and labeled.

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<input type="checkbox"/>	<input type="checkbox"/>	(c) Prepared bottles and containers of milk and formula are refrigerated.
<input type="checkbox"/>	<input type="checkbox"/>	(d) All formula, once opened, is used within 48 hours and discarded.
<input type="checkbox"/>	<input type="checkbox"/>	(e) All milk is used in compliance with R 400.5902c (11) and (12).
		R 400.5206 Records
		(1) For children up to 12 months of age, parents receive a written daily record that includes:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Food intake; time, type of food, and amount eaten.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Sleeping patterns; when and how long child slept.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Elimination patterns.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Developmental milestones.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Changes in the child's usual behaviors.
		R 400.5209 Diapering; toileting
		(1) Diapering occurs in a designated diapering area:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Physically separated from food preparation and food service.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Within close proximity to a hand-washing sink used exclusively for this purpose.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Non-absorbent smooth, easily sanitized surfaces in good repair, maintained in a safe and sanitary manner.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Of sturdy construction with railings or barriers.
<input type="checkbox"/>	<input type="checkbox"/>	(e) At an adult work surface height.
<input type="checkbox"/>	<input type="checkbox"/>	(f) Diapering supplies within easy reach.
<input type="checkbox"/>	<input type="checkbox"/>	(g) Plastic-lined, tightly covered container exclusively for disposable diapers and diapering supplies, emptied and sanitized at the end of each day.
<input type="checkbox"/>	<input type="checkbox"/>	(h) Cleaned and sanitized after each use.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Only single-use disposable wipes or other single use cleaning cloths are used to clean a child during diapering or toileting.

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<input type="checkbox"/>	<input type="checkbox"/>	(3) The caregiver frequently checks diapers/training pants and changes wet or soiled diapers/training pants.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Toddlers in wet diapers or training pants may be changed in a bathroom.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Diapering is not done on any sleep surface.
<input type="checkbox"/>	<input type="checkbox"/>	(6) The caregiver thoroughly washes his/her hands after diapering and cleaning up bodily fluids.
<input type="checkbox"/>	<input type="checkbox"/>	(7) Guidelines for diapering and hand washing are posted in diapering areas.
<input type="checkbox"/>	<input type="checkbox"/>	(8) Disposable gloves, if used, are used once for a specific child and removed and disposed of immediately after each diaper change.
<input type="checkbox"/>	<input type="checkbox"/>	(9) Diapers are disposable or from a commercial diaper service or an alternative arrangement has been made when a child's health condition necessitates.
<input type="checkbox"/>	<input type="checkbox"/>	(10) The following shall apply when cloth diapers or training pants are used:
<input type="checkbox"/>	<input type="checkbox"/>	(a) No rinsing of the contents.
<input type="checkbox"/>	<input type="checkbox"/>	(b) There is a waterproof outer covering that is not reused until washed and sanitized.
<input type="checkbox"/>	<input type="checkbox"/>	(11) Toilet learning/training is planned cooperatively so that the toilet routine established is consistent between the center and home.
<input type="checkbox"/>	<input type="checkbox"/>	(12) Equipment used for toilet learning/training is provided.
		(13) Non-flushing toilets (potty chairs) are:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Easily cleaned and sanitized.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Used only in a bathroom area.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Used over a surface that is impervious to moisture.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Cleaned and sanitized after each use.

Notes:

Instructions for use:

1. Use to make notes and observations during the inspection.
2. **Verbally discuss** cited rule violations with the licensee/designee at the exit conference.
3. Discard once this information has been included in the appropriate report.